



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

**ALL PERSONS INTERESTED**

Job Classification

**Librarian I (Juvenile)**

Posting Number

**PN# 106551**

Department

Library Department

Division

South District

Section

Henington-Alief Branch\*

Reporting Location

7979 S. Kirkwood\*

Workdays & Hours

Rotating Shift\*

\*Subject to change

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides reference for customers in person and by phone. Provides readers advisory service to parents, teachers, and other persons desiring juvenile service. Schedules, plans, and promotes children's programs such as story times, tours, and library instruction. Performs outreach activities such as visiting schools, doing programs outside the library, and representing the library at special events. Performs collection development for children's materials including book orders, discarding and weeding. Performs other duties essential to efficient operation of the library. Does require evening and Saturday work. May require Sunday work.

### **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

#### **OR**

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

**MINIMUM EXPERIENCE REQUIREMENTS** See above.

### **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

### **PREFERENCES**

Customer/Public Service experience strongly preferred. Current computer skills including Microsoft Windows and Office (Word, Excel, and Access) strongly preferred.

**SELECTION/SKILLS TESTS REQUIRED** None

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

#### **Salary Range - Pay Grade 16**

\$1113 - \$1446 Biweekly \$28,938 - \$37,596 Annually

### **OPENING DATE**

August 24, 2005

### **CLOSING DATE**

Open Until Filled

### **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD Phone Number 713-837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer